



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et Océans Canada
200 Kent Street, Station 9W071 | 200 rue Kent, 9W071
Ottawa, ON K1A 0E6

Attention : Jianna-Lee Zomer

Or by:

Email - courriel: jianna-lee.zomer@dfo-mpo.gc.ca

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Fisheries and Oceans Canada

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Pêches et Océans Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

Title – Sujet Senior Marine Engineer Support Services		Date Thursday, May-25-17
Solicitation No. – N° de l'invitation FP802-170029		
Client Reference No. - No. de référence du client FP802-170029		
Solicitation Closes – L'invitation prend fin At / à : 2 p.m. EST (Eastern Daylight Time) On / le : July 5 2017		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Jianna-Lee Zomer Email – courriel: jianna-lee.zomer@dfo-mpo.gc.ca		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

“Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions ([2003](#)) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names“.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to the Contracting Office, Fisheries and Oceans by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFO will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, “former public servant” is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;

- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid - one (1) electronic copy

Section II: Financial Bid – one (1) electronic copy

Section III: Certifications – one (10 electronic copy

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex B - Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “D” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “D” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

1. Proposals received from bidders in response to the Statement of Work will be evaluated against the mandatory requirements. Bidders are advised to address each mandatory requirement in sufficient detail to permit a complete assessment by the evaluation team. Failure to provide sufficient detail could result in a proposal being evaluated as technically NON-COMPLIANT.
2. Only those proposals meeting ALL the mandatory requirements shall be considered for evaluation against the rated evaluation criteria to assess the contractor's degree of compliance to the proposal. Therefore, these rated evaluation criteria shall form the basis of selection amongst compliant bidders.
3. Experience gained through formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting.

The proponent must include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
M1	The bidder's proposed resource must have held /be eligible for /or have as a minimum a First Class Marine Engineering Certificate of Competency. A copy of this certificate must be included in the bid.		
M2	The bidder working under this contract must hold a valid Designated Organization Screening (DOS) and the bidder's proposed resource must hold a valid reliability status or higher issued by Canadian and International Industrial Security Directorate (CIISD) of Public Services and Procurement Canada (PSPC), effective on the date of bid closing. No sensitive information can be accessed, processed or stored at the contractor's premises. Compliance with the mandatory security requirements is the sole responsibility of the bidder.		
M3	The bidder's proposed resource must have at least fifteen (15) years extensive experience* in the last 20 years in the design, development and implementation of strategies and initiatives for the cost effective delivery of technical programs and activities, including project management and quality management.		

M4	The bidder's proposed resource must have at least ten (10) years significant** experience within the last 20 years in managing human, materiel and financial resources.		
M5	The bidder's proposed resource must have at least ten (10) years extensive experience* within the last 20 years in managing ship building and procurement activities for large contracts of a minimum value of \$20M such as those for Capital Projects and Major Crown Projects		

*Extensive experience is defined as the experience acquired by working in a senior management, senior project management or executive position.

**Significant experience is defined as the experience acquired by working in a Middle Management position.

4.1.1.2 Point Rated Technical Criteria

Proposals should be in sufficient detail to form the basis of a contractual agreement and to permit technical evaluation based on the enclosed criteria.

No.	Rated Criteria	Points	Maximum Score	Proposal Page No.
R1	<p>The bidder's proposed resource should have experience in the management of major marine projects valued at \$25M or more as a project manager or contract manager or technical authority. Maximum of 10 points</p> <p>The bidder should provide a description of the project(s) (scope and budget of the project) and the role of the proposed resource in the project(s). Five (5) points will be attributed for the first two (2) projects and one (1) point will be attributed for each additional project to a maximum of 10 points.</p>	10 pts		
R2	<p>The bidder's proposed resource should have experience at the senior management level or higher in a marine related field. Maximum of 15 points</p> <p>The bidder must provide the title of the senior management position(s) (Equivalent to Director level or above) and a description of the key activities and experiences relevant to the position(s) that the proposed resource has held. One (1) point will be attributed per year of senior management</p>	15 pts		

	experience and one (1) point will be attributed to each different senior management level to a maximum of 15 points.			
R3	The bidder's proposed resource should have experience working in the field/area of a Major Canadian Marine asset base and the Canadian marine industry Maximum 10 points One (1) point per 2 years working in the field/area to a maximum of 10 points	10 pts		
Total:		35 pts		
Total minimum points to achieve		21 pts		

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

Refer to ANNEX B – Basis of Payment

4.2 Basis of Selection

Bidders are requested to submit a **per diem** cost for the individual performing the work. The winning bidders will be selected based on a best-value basis determined through the following evaluation process:

To be considered responsive a bid must meet all the MANDATORY requirements of this solicitation. Bids not meeting ALL THE MANDATORY requirements outlined in the accompanying evaluation matrices will be given no further consideration.

Among the compliant bids, selection will be made on the following criteria:

A 70 % weighting factor will be used for calculating the Bidder Adjusted Technical Score for the technical assessment (rated criteria); and

A 30% weighting factor will be used for calculating the Bidders Adjusted Cost Score awarded for price, and

The preference for the successful bidders will be selected on the basis of the assessed "best value" to the Crown. The "best value" will be the proposal with the highest Total Adjusted Score.

This will be calculated as follows
Bidder Adjusted Technical Score

$$= \frac{\text{Bidders Rated Score}}{\text{Highest Possible Score}} \times 0.70$$

Bidders Adjusted Cost Score

$$= \frac{\text{Per Diem Lowest Cost}}{\text{Per Diem Bidders Cost}} \times 0.30$$

The Total Adjusted Score is equal to the sum of the Bidder Adjusted Technical Score and The Bidder Adjusted Cost Score. The successful bidder will be the company with the highest Total Adjusted Score.

An example of this Best Value determination is shown below:

Best Value Determination - sample

	Bidder 1	Bidder 2	Bidder 3
Rated Criteria Points	80	90	95
Per Diem Rate	\$700.00	\$725.00	\$925.00
Calculation			
	Adjusted technical score	Adjusted Cost score	Total Adjusted score
Bidder 1	$80/95^* \times 70\% = 63.16$	$700^{**}/700 \times 30\% = 25.00$	$63.16 + 25.00 = 88.16$
Bidder 2	$90/95^* \times 70\% = 71.05$	$700^{**}/725 \times 30\% = 24.14$	$71.05 + 24.14 = 95.19$
Bidder 3	$95/95^* \times 70\% = 75.00$	$700^{**}/925 \times 30\% = 18.92$	$75.00 + 18.92 = 93.92$
* Represents the highest technical score			
** Represents the lowest priced proposal			
<p>Assumption: The Highest technical score and lowest price proposal received full rated percentage and other proposals are pro-rated accordingly.</p> <p>The winner is the bidder scoring the highest total adjusted score established by adding the adjusted technical and cost points.</p> <p>Based on the above calculation, a contract may be awarded to Bidder 2.</p>			

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

[A3005T](#) (2010-08-16), Status and Availability of Resources

PART 6 - RESULTING CONTRACT CLAUSES

Delete this title and the following sentence at contract award

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract hold a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD) Public Works and Government Services Canada (PSPC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PSPC
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the DFO or the CISD/PSPC
4. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide, attached at Annex C
 - b. Industrial Security Manual (Latest Edition)

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the contract is from contract award to June 30 2018.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) calendar days before the expiry date of the Contract. The option may only be

exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jianna-Lee Zomer
Title: Senior Contracting Officer
Department of Fisheries and Oceans
Ottawa, Procurement Hub
Financial and Materiel Management Operations
Address: 200 Kent Street, Station 9W071, Ottawa, ON K1A 0E6

Telephone: (613) 993-4684
Facsimile: (613) 991-4545
E-mail address: jianna-lee.zomer@dfo-mpo.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority (To be announced upon contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative (To be announced upon contract award)

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

6.7.3 Method of Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.7.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30) T1204-Direct Request by Customer Department

6.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.8 Invoicing Instructions

6.8.1 Payments will be made provided that:

6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFOinvoicing-MPOfacturation@DFO-MPO.GC.CA

6.8.1.2 The Contractor must submit invoices in accordance with the section 8 of Annex "B" entitled "Basis of Payment".

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable*)

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) The Articles of Agreement;
- (b) The general conditions 2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (d) Annex C, Security Requirements Check List;
- (e) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: " , as clarified on _____ " or " , as amended on _____ " and insert date(s) of clarification(s) or amendment(s)*)

ANNEX "A"

STATEMENT OF WORK

SENIOR MARINE ENGINEER SUPPORT SERVICES

INTRODUCTION

Purpose

The Integrated Technical Services (ITS), of the Canadian Coast Guard (CCG) Department of Fisheries and Oceans (DFO) is seeking a resource to provide expert consulting services to assist with further development of the Vessel Maintenance Management Framework that was developed in response to Vessel Maintenance Management Review (VMMR) and Chapter 4 recommendations of the 2007 Auditor General's report and the change in departmental responsibilities with regard to Marine Inspection and Quality Assurance Services

Background

The Integrated Technical Services Directorate of the CCG is responsible for the overall management of CCG physical assets within a Life Cycle Materiel Management (LCMM) Framework. The LCMM Framework ensures that all activities within the life cycle phases, performed by the ITS group, are executed within a rational decision-making process in accordance with approved departmental responsibilities, technical policies, standards and procedures, as well as approved and funded plans in order that ships, systems and equipment are available, reliable and respond to current and future operational requirements at minimum life cycle cost

OBJECTIVE

The objective of this SOW is to obtain the expertise that can provide high level advice and recommendations on technical & governance frameworks, maintenance practices and operational requirements in the field of Marine Engineering to CCG in order to further the development of the Vessel Maintenance Management Framework. This will entail the conceptualization, development and implementation of national operational frameworks, strategies, policies, approaches and mechanisms for the life-cycle management of CCG's mission critical assets (excluding real property and non-Sector unique information technology) to ensure that outcomes and outputs are aligned with allocated resources in support of the CCG's strategic directions and operational requirements.

In order to do so CCG requires the service of a Senior Marine Engineer who has a combination of the highest level of marine engineering competency along with extensive experience in the overall management of technical programs and activities, extensive experience in ship building and marine procurement programs and significant experience managing resources. There may be occasions such as short timelines when an additional resource with the same qualifications may be required. If this need arises the contractor is to submit a resume of another resource for evaluation. The project authority will evaluate the additional resource against the evaluation grid published in the Request for Proposal document to ensure the additional resource has the same qualifications. Once evaluation has been completed and the additional resource passes the evaluation a formal amendment will be issued to add the additional resource to the contract.

SCOPE OF WORK

Description of the Work

The Contractor shall provide expertise and knowledge for the following, but not limited to, services:

- Develop recommendations based on the strategic direction of the Vessel Maintenance Framework in order to meet CCG's needs;
- Provide processes and frameworks based on strategic direction in order to achieve CCG business priorities as they relate to the marine engineering industry;
- Provide expertise on the establishment of an effective operation and delivery of the CCG vessel maintenance management program;
- Provide mentoring and coaching for Marine Engineering personnel;
- Provide necessary and sufficient guidance for the safe, effective and efficient execution of technical activities including all engineering, maintenance, contracting and quality assurance activities; and
- Provide guidance on the management of day-to-day activities of the ITS, ME Group;

The Contractor shall provide expertise, advice and management of initiatives related to the Vessel Maintenance Management Framework (VMMF) and outlined in the Vessel Maintenance Management Manual.

Responsibilities

The Contractor shall be responsible for performing, but is not limited to, the following activities:

- Establish the requirements for data gathering in advance of the planning of activities related to the VMMF;
- Plan, schedule, guide and monitor plans to address recommendations;
- Identify operational issues and opportunities for increased efficiency that may be resolved through the development of new procedures or processes;
- Participates in management meetings and conferences as required; and
- Ensure that project deliverables conform to the client's development standards and provide guidance/instruction to other project team members as necessary to achieve quality assurance objectives;

Deliverables and reporting of progress

The Contractor shall submit monthly progress reports of the work performed in a format acceptable to the Director, Marine Engineering. As a minimum, each progress report shall document the following information for the reporting period:

- 1) All activities performed by Contractor personnel under each deliverable during the period;
- 2) A list of any outstanding activities;
- 3) A description of any problems encountered which are likely to require attention by the Senior management ITS; and

The Contractor shall be responsible for, but not limited to, the following written deliverables:

- The competency profile required to achieve the process and procedures in order to administer an effective and efficient Vessel Maintenance program.
- A career progression strategy for shipboard and shore side Marine Engineering personnel;
- Revalidate the Staffing Matrix making recommendations with regard to change of requirements and possible redistribution of resources.
- Revalidate Standard Maintenance Plans making recommendations concerning layout and contents
- Reviewing current Refit specifications used nationally and developing a national refit specification template complete with standard clauses.

- Review current Inspection Plans used nationally and developing a national inspection plan template complete with standard clauses.
- Develop a standard End of Refit report complete with lessons learned.

Estimated Level & Duration of Effort

It is estimated that this contract will cover a one (1) year period commencing upon award of contract, with an option of two (2) years.

Optional Contract Extension Period

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

A day of work will be comprised of 7.5 hours.
Federal Government statutory holidays are not billable

Travel will be billed at straight time.

Location of Work

The location of work shall be at the Canadian Coast Guard's offices at 200 Kent Street in Ottawa, Ontario, K1A 0E6, where the majority of the work shall be conducted. The Contractor may, at the discretion of the Director, Marine Engineering work off site periodically.

CCG will provide the proposed resource with a workspace, telephone and computer connected to the DFO/CCG's Intranet at the designated place of employment.

Visits to the five geographical locations may be required from time to time, with an expected duration of 1 week per visit, to allow for the effective interface with regional stakeholders.

SECURITY CLEARANCE

The Contractor/Offeror must, at all times during the performance of the Contract hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PSPC)

The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PSPC

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of DFO or the CISD/PSPC.

The Contractor must comply with the provisions of the

- a. Security Requirements Check List and security guide
- b. Industrial Security Manual

TRAVEL AND LIVING EXPENSES

The proposed resource shall have the ability and willingness to travel to each of Coast Guard's five (5) Geographical locations across Canada to discuss Vessel Maintenance issues and processes.

The Contractor will be paid for authorized reasonable and proper travel and living expenses incurred in the performance of the work, without any allowance therein for overhead or profit, and these costs will be reimbursed in accordance with the TB Travel Policies.

Travel to any Region shall be performed only when authorized by the Director, Marine Engineering or by his/her designated representative.

All travel will be paid at Treasury Board approved rates. Please see Appendix "B-1" - Maximum Allowances for Travel, Accommodation Meals and Incidental Expenses in Canada and USA attached in this Request for Proposal

ANNEX "B"

BASIS OF PAYMENT (FINANCIAL PROPOSAL)

In consideration of the Contractor meeting all obligations under the terms and conditions of this Contract, the Contractor shall receive payment in accordance with the Basis of Payment detailed in the Appendix "C", Statement of Work, Objectives to be performed pursuant associated with the work plan development to the Contract.

	Period	All-inclusive fixed Per-Diem Rate	Volumetric Data (estimated)	Total
		A	B	C = A x B
1	Initial Contract Period (Award to March 31 2018)			
1a	Senior Marine Engineer		100	
Total				
Initial Contract Period 1:				
2	Option Year Period 1 (April 1 2018 to March 31 2019)			
2a	Senior Marine Engineer		100	
Total				
Total Option Year Period 1:				
3	Option Year Period 2 (April 1 2019 to March 31 2020)			
3a	Senior Marine Engineer		100	
Total				
Total Option Year Period 2:				
4	Evaluated Price (Applicable Taxes excluded):			
	\$ _____ (i.e., sum of: Total Initial Contract Period 1 + Total Option Year Period 1 + Total Option Year Period 2)			
5	Applicable Taxes			GST:
	Insert the amount, as applicable:			HST:
				PST:


Additional Resource:

The bidder is to provide a per-diem rate for an additional resource.

	Period	All-inclusive fixed Per-Diem Rate
1	Initial Contract Period (Award to March 31 2018)	
1a	Additional Resource: Senior Marine Engineer	
2	Option Year Period 1 (April 1 2018 to March 31 2019)	
2a	Additional Resource: Senior Marine Engineer	
3	Option Year Period 2 (April 1 2019 to March 31 2020)	
3a	Additional Resource: Senior Marine Engineer	

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat FP802-170029
	Security Classification / Classification de sécurité Enhanced Reliability

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART I - CONTRACT INFORMATION / PARTIE I - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: **Fisheries and Oceans**

2. Branch or Directorate / Direction générale ou Direction: **Canadian Coast Guard/ TSI/ Marine Engineering**

3. a) Subcontract Number / Numéro du contrat de sous-traitance: _____ 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant: _____

4. Brief Description of Work / Brève description du travail:
The provision of a Senior Marine Engineer to provide expertise, advice and management of initiatives related to the Vessel Maintenance Management Framework (VMMF) and outlined in the Vessel Maintenance Management Manual

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No Yes Out

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No Yes Out

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? No Yes Out

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No Yes Out

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No Yes Out

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays: _____	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays: _____	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays: _____
---	--	--

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>
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TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Enhanced Reliability





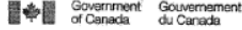
Contract Number / Numéro du contrat FP802-170029
Security Classification / Classification de sécurité Enhanced Reliability

PART A / (continued) / PARTIE A / (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité: Protected A	
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:	
PART B / CLASSIFICATION / PARTIE B / PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET / SECRET
	<input type="checkbox"/> NATO SECRET / NATO SECRET
	<input type="checkbox"/> TOP SECRET / TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux:	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unescorted personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
If Yes, will unescorted personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART C / SAFEGUARDS / SUPPLIER / PARTIE C / MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Enhanced Reliability





Number / Numéro du contrat
FP802-170029
Security Classification / Classification de sécurité
Enhanced Reliability

PARTIE C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE		NATO					COMSEC				
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMSEC TIER 1	PROTECTED / PROTÉGÉE	CONFIDENTIAL	SECRET	TOP SECRET	
Information / Assets / Informations / Biens															
IT Media / Support IT / Les médias															
IT List / Les listes															

12. a) Is the description of the work contained within this SRCL be PROTECTED and/or CLASSIFIED?
La description de travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat FP802-170029
Security Classification / Classification de sécurité Enhanced Reliability

PART D AUTHORIZATION / PARTIE D'AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Tracy Clarke	ADirector Marine Engineering		
Telephone No. - N° de téléphone 819-998-1509	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel tracy.clarke@dfo-mpo.gc.ca	Date March 14, 2017
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Stéphane Guay	Security Officer		
Telephone No. - N° de téléphone 1-877-991-3996	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Mar-15-2017
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Out
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Janna-lee Zomer	Senior Contracting Officer		
Telephone No. - N° de téléphone (613) 993-4684	Facsimile No. - N° de télécopieur (613) 991-4545	E-mail address - Adresse courriel janna-lee.zomer@dfo-mpo.gc.ca	Date March 29 2017
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Security Requirements Clause:
See Annex A.

ANNEX A

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PSPC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PSPC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the DFO or the CISD/PSPC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex _____;
 - b. *Industrial Security Manual* (Latest Edition).

ANNEXE A

EXIGENCE EN MATIÈRE DE SÉCURITÉ POUR ENTREPRENEUR CANADIEN:

1. L'entrepreneur ou l'offrant doit détenir en permanence, pendant l'exécution du contrat ou de l'offre à commandes ou de l'arrangement en matière d'approvisionnement, une attestation de vérification d'organisation désignée (VOD) en vigueur, délivrée par la Direction de la sécurité industrielle canadienne (DSIC) de Travaux publics et Services gouvernementaux Canada (SPAC).
2. Les membres du personnel de l'entrepreneur ou de l'offrant devant avoir accès à des établissements de travail dont l'accès est réglementé doivent TOUS détenir une cote de **FIABILITÉ** en vigueur, délivrée ou approuvée par la DSIC de SPAC.
3. Les contrats de sous-traitance comportant des exigences relatives à la sécurité NE DOIVENT PAS être attribués sans l'autorisation écrite préalable du MPO ou de la DSIC de SPAC.
4. L'entrepreneur ou l'offrant doit respecter les dispositions :
 - a. de la Liste de vérification des exigences relatives à la sécurité et directive de sécurité (s'il y a lieu), reproduite ci-joint à l'Annexe _____;
 - b. du *Manuel de la sécurité industrielle* (dernière édition).

ANNEX D to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

ANNEX "E" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)